

Universitas Gadjah Mada  
Location: Yogyakarta,  
Indonesia  
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**Third Semester Manual  
Joint Master's Programme in  
International Humanitarian Action  
Regional Specialisation  
Semester 3**



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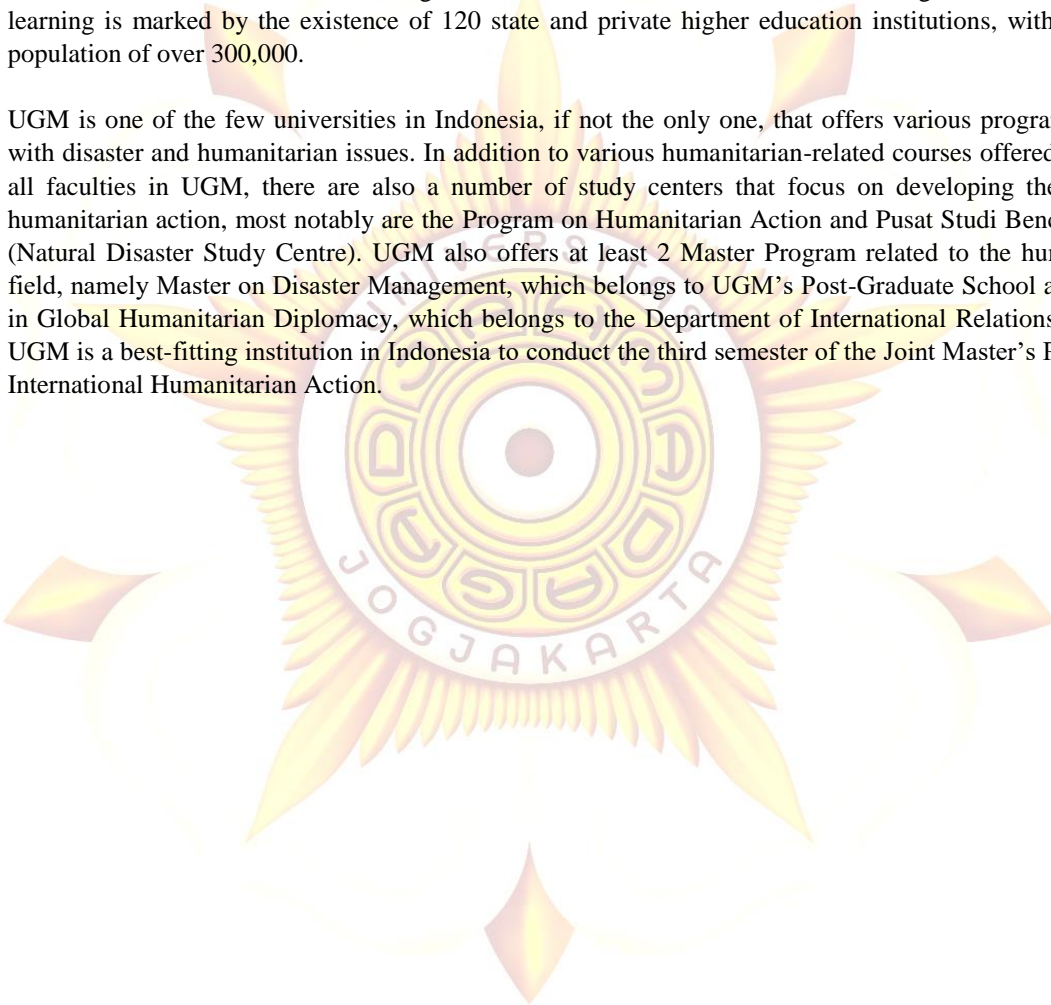
## 1. Introduction

The program is part of the Joint Master's Program in International Humanitarian Action organized by the Network on Humanitarian Action (NOHA). This is third semester of the entire four-semester program conducted at Universitas Gadjah Mada in Indonesia.

Universitas Gadjah Mada is an Indonesian public 'ivy league' Research University located in Yogyakarta, Indonesia. Founded on December 19, 1949, UGM is the oldest university established by the independent Indonesia. UGM comprises of 18 faculties and two schools. It has approximately 55,000 students with around, 1,300 international students and 4,000 faculty members. Universitas Gadjah Mada is considered to be one of the most prestigious universities in Indonesia.

The Special Region of Yogyakarta of, where UGM is located, is widely known as a center of Javanese culture as well as a center of learning with around 3,400,000 inhabitants. Its designation as a center of learning is marked by the existence of 120 state and private higher education institutions, with a student population of over 300,000.

UGM is one of the few universities in Indonesia, if not the only one, that offers various programs related with disaster and humanitarian issues. In addition to various humanitarian-related courses offered in almost all faculties in UGM, there are also a number of study centers that focus on developing the study of humanitarian action, most notably are the Program on Humanitarian Action and Pusat Studi Bencana Alam (Natural Disaster Study Centre). UGM also offers at least 2 Master Program related to the humanitarian field, namely Master on Disaster Management, which belongs to UGM's Post-Graduate School and Master in Global Humanitarian Diplomacy, which belongs to the Department of International Relations. In short, UGM is a best-fitting institution in Indonesia to conduct the third semester of the Joint Master's Program in International Humanitarian Action.



## 2. Program Structure

The program consists of compulsory and elective courses conducted in a regular manner (one semester) and block system (a 2-week intensive course). The following is the structure of the program.

No	Course	ECTS/ Indonesian Credit	Type	Schedule	Faculty/ Unit
<b>Compulsory Course at the beginning of the program</b>					
1	Humanitarian Action in the Indonesian Context	7.5/3	Block (2 weeks)	Week 1- 2 August	Medicine
<b>Elective Courses during the program</b>					
2	Humanitarian Diplomacy: Principles and Practices in Southeast Asia	7.5/3	Regular (1 semester)	August- Nov	Social and Political Sciences
3	Cross-Cultural Psychopathology and Intervention	5/2			Psychology
4	Geo-information for Geospatial Planning and Disaster Risk Management	7.5/3			Graduate School
5	Religion, Violence and Peacebuilding	3/7.5			Graduate School
<b>Compulsory Course at the end of the program</b>					
6	Humanitarian Supply Chain Management and Logistics	3/7.5	Block (2 weeks)	Week 4 Nov	Social and Political Sciences
<b>Elective Course at the end of the program</b>					
7	Gender-Based Violence in Emergencies	7.5/3	Block (2 weeks)	Week 1- 2 Dec	Medicine
8	Community Services	5/2	Block (2 weeks)	Dec-Jan	Directorate of Community Services

Each student is generally obliged to take 30 ECTS by combining compulsory and elective courses. Two courses (Humanitarian Action in the Indonesian Context; and Humanitarian Supply Chain Management and Logistics) at the beginning and end of the program are compulsory for each student. To satisfy the requirement of 30 ECTS, each student has to combine the 2 (two) compulsory courses with minimum 4 (four) other elective courses. Please refer to the following sections in this booklet for the overview of each course.

### 3. Administrative Information

#### Application

Application is through NoHA Coordinator in the Netherlands and NoHA must nominate all candidates by 15 February 2021 by sending list of candidates (name, email, and passport number) to the Office of International Affairs (OIA) of UGM at [admission@ugm.ac.id](mailto:admission@ugm.ac.id). OIA UGM will send an application package to NoHA Coordinator in one or two days after candidate nomination by NoHA. Following this, each student must send all of his/her completed application documents to OIA UGM by 28 February 2021. However, currently UGM is developing new admission system and will be updating the information to NoHA as soon as the application submission for next semester is open.

#### VISA MATTERS

##### APPLICATION DEADLINE

All NoHA students must be nominated by NoHA Coordinator by 15 February 2021 and NoHA must send all documents of application by 28 February 2021. Considering the visa application process in Indonesia, it is mandatory for students to submit all completed application documents before the deadline. The deadline is strict as the process can take 5 (five) months if everything is as per plan.

##### THE REQUIREMENTS

1. Admission Form (find it enclosed)
2. Guarantor for Financial Support (find it enclosed)
3. Personal Statement (find it enclosed)
4. Curriculum Vitae (resume, personal data)
5. Copy of Passport (color scanned)
6. The passport must be valid for the period of study in Indonesia at least 24 months.
7. Copy of Passport Cover (color scanned)
8. Recommendation letter/nomination letter from home institution
9. Copy of academic records and diplomas
10. Good health statement from applicant's doctor
11. 4 passport-sizes photographs

Each student has to send each documents in separate files (in PDF format), instead of putting them together in one file. For example, Admission Forms for one file, Passport Copy for one file, Academic Transcripts for one file, etc.

##### PROCESS AND PROCEDURE

- a. OIA receives complete application documents from candidates.
- b. OIA forward necessary documents to the relevant faculty/school (based on students' study plan) for the selection process.
- c. Faculty/school conducts selection process and come out with the result within around one month by issuing an approval letter.
- d. OIA process a Letter of Offer (LO) which explains further steps to take, including any fees and payment involved. Students need to follow steps stated in the LO.
- e. Once OIA has received a proof of payment, OIA applies for Study Permit to the Ministry of Research, Technology, and Higher Education in Jakarta. The process may take up to two months.
- f. Once Study Permit is completed and received by OIA, it will be used for requesting a visa authorization (Telex Visa) in the Directorate of Immigration in Jakarta, Indonesia. Once granted, Telex Visa will be sent to UGM and also relevant Indonesian Embassy or Consulate General where the student has indicated to apply his/her visa from.



- g. OIA also sends Study Permit and Telex Visa to each student through email and each student will need to bring the two documents to the Indonesian Embassy or Consulate General to apply for visa. Please be advised, the official name of the visa is VITAS.
- h. It is worth noting, once again, that the process of visa application may take five months to complete, provided that everything is as per plan. Failure in meeting any deadline of the process will lead to failure in securing visa. Please note that OIA UGM is in the position to assist students but not to take full control of the process. The process is complex and involves many officials and institutions outside the university (Ministry of Research, Technology and Higher Education; Directorate of Immigration in Jakarta, and Local Immigration Office in Yogyakarta). Hence, OIA is not in the position to guarantee the success of the process.

### **IMPORTANT NOTES ON VISA APPLICATION FOR STUDENTS**

- a. The visa that you have to apply is VITAS (single entry visa) valid for 6 months, unless there is other arrangement. You will arrive in Indonesia with this visa.
- b. As soon as you have arrived at UGM (Indonesia) the VITAS visa needs to be converted to ITAS (Limited Stay Permit with Multiple Exit Re-Entry Permit/MERP).
- c. All of the administrative process for ITAS upon arrival will be done through the OIA UGM, an office of international affairs at the university level, not the one at the faculty/school level.
- d. Please be advised that the Student Service Fee that you have paid covers the study permit, telex visa, ITAS and MERP. Multiple Exit Re-Entry Permit (MERP) is another benefit for you so you can enter and exit Indonesia any time.
- e. It is very important to note that while OIA is the one assisting you with the application of Study Permit and Telex Visa, you are the one who must apply for visa through any Indonesian Embassy or Consulate General that you have chosen. The Telex Visa is valid for only 2 (two) months, so you have to apply for the visa as soon as you have received it. Please contact the Embassy or Consulate General to know the details of the process. Please be advised that procedure might vary from one Embassy or Consulate General to another.
- f. Once the VISA is issued, you may book a flight to Indonesia and must inform us your arrival date through email [admission@ugm.ac.id](mailto:admission@ugm.ac.id).
- g. It is written on your VITAS that you have only 30 days to report to the local Immigration Office as soon as you have arrived in Yogyakarta. This process is to convert your VITAS into ITAS and this is MANDATORY! Without this, your VITAS will expire in 30 days after your arrival and it means you will stay in the country illegally.
- h. For the above purpose, you have to visit OIA (Address: Bulaksumur F12-13, UGM Campus, Sleman, D. I Yogyakarta, Indonesia – Google Maps: <http://bit.ly/OIAUGM>). At OIA, you have to complete required documents with the assistance of OIA's team. After the completion of all documents, OIA will help you deliver your documents to the local Immigration Office in Yogyakarta.
- i. Before you visit OIA for the above purpose, you must prepare:
  - Passport (1 original and 3 copies)
  - Passport-sized (3x4 cm) photo (8 pieces)
- j. Please be advised that the process of converting your VITAS into ITAS will take time and during the process your passports will be kept at the Immigration Office for 3-4 weeks. OIA will collect the passports from the Immigration Office after the process is done and inform you to pick the passport up at OIA.

### 3.1.1. Accommodation

This program does not provide students with accommodation but UGM will assist students in finding accommodation if necessary. Please consult first with our staffs at the admission affairs through [admission@ugm.ac.id](mailto:admission@ugm.ac.id). In general, international students stay in private accommodations around UGM campus or in accommodation managed by UGM. For more information of accommodation managed by UGM please visit <http://asramaugm.com/>.

### 3.1.2. Living Costs

Living cost in Yogyakarta is relatively cheaper than other big cities in Indonesia. A student may spend IDR 1,500,000 – 3,000,000 per month (approximately USD 120 – 230 month) for meals, clothing, and daily expenses; exclude accommodation.



#### 4. Detailed courses descriptions

##### 4.1. Humanitarian Action in the Indonesian Context

COURSE NAME	: Humanitarian Action in the Indonesian Context
CREDIT	: 3 credits / ± 7.5 ECTS
LECTURER	: Prof. Siswanto Agus Wilopo / NOHA UGM
E-MAIL	: sawilopo@ugm.ac.id
PHONE	: +62 816-920-554

##### General Course Description

Humanitarian community has come to an agreement that humanitarian action should be governed by the four humanitarian principles: humanity, neutrality, impartiality and independence. Two UN General Assembly Resolutions in 1991 and 2004 has formally enshrined the four principles as the underlying principles for all humanitarian works. Despite these universal principles, however, there is increasingly strong demand for the humanitarian action to take into account the context of their work seriously. Ignoring the context of intervention can not only prevent the effectiveness of the delivery of humanitarian action but can also lead humanitarian workers to commit 'the dual sin of ignorance and arrogance.' The notion of 'do no harm' in delivering humanitarian assistance among other things implies the need for sensitivity on the part of the humanitarian institutions and humanitarian workers to the context of their intervention. Indonesia constitutes a particular context in the humanitarian action. The course will provide the socio, cultural as well as political contexts of Indonesia. Better understanding of the way in which all those aspects work in Indonesia will enable humanitarian institutions and humanitarian workers to achieve their goals of delivering assistance to those in need.

##### 4.2. Humanitarian Diplomacy: Principles and Practices in Southeast Asia (Faculty of Social and Political Sciences)

Module coordinator:	Name : Diah Kusumaningrum e-mail: diahkei@ugm.ac.id phone: +62811282074
Lecturers:	Name(s) Muhadi Sugiono, Yunizar Adiputera, Atin Prabandari, Ayu Diasti Rahmawati, Annisa Gita Srikandini, Daniel Petz, Muhammad Rum
Credits awarded:	3 credits / ± 7.5 ECTS

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##### General course description

Humanitarian Diplomacy: Principles and Practices in Southeast Asia (henceforth, HD-SEA) is a MA level course prepared for GPIR-UGM students who are taking the Global Humanitarian Diplomacy (GHD) program and international students enrolled in the Network on Humanitarian Action (NOHA) program. It discusses the concepts and scopes of humanitarian diplomacy and how they are translated into principles and practices in Southeast Asia. It is organized by a team of GPIR-UGM lecturers, each having extensive research and practical experiences in the issues of disarmament, peacekeeping, displacement, disaster, and climate change in Southeast Asia.



#### 4.3. Cross-Cultural Psychopathology and Intervention (Faculty of Psychology)

Module coordinator : Prof Kwartarini Wahyu Yuniarti, M.Med.Sc., Ph.D  
Credits awarded : 5 ECTS

##### General course description

The course covers issues on cross cultural forms or manifestation of psychopathology and its intervention across cultures. The features of the issues are local-bounded. The student will learn issues on psychopathology, including disaster related symptoms, from different countries with different intervention. This will stimulate the awareness of cultural roles in understanding contextual perspective on psychopathology and intervention across cultures. Students will also learn that cultural context cannot be ignored, and the fact that problems need to be seen from multi perspective to get a comprehensive understanding of it.

#### 4.4. Geo-information for Geospatial Planning and Disaster Risk Management (Graduate School)

Module coordinator: Name: Prof. Teuku Faisal Fathani, Ph.D.  
e-mail: tfathani@ugm.ac.id  
office location: Civil and Environmental Engineering Department, UGM  
office hours: 08.00-16.00 or by appointment

Lecturers: Name: Prof. Teuku Faisal Fathani, Ph.D.  
e-mail: tfathani@ugm.ac.id  
Dr. Agung Setianto  
e-mail: agung\_setianto@ugm.ac.id

Credits awarded: 3 credits/ ± 7.5 ECTS

##### General course description

Geo-information for Geospatial Planning and Disaster Risk Management is a master level course prepared for students who are taking the Geo-information for geospatial planning and disaster risk management for international students enrolled in the Network on Humanitarian Action (NOHA) program. It discusses the theoretical concepts, application and issue regarding spatial planning and disaster risk management, not only in Indonesia but also around the world. This class will be delivered by experts that have extensive research and practical experiences in the issues of geo-information, remote sensing, disaster management, disaster risk reduction, early warning system, emergency response management and rehabilitation-reconstruction-recovery.

#### 4.5. Religion, Violence and Peacebuilding (Graduate School)

COURSE NAME : Religion, Violence and Peacebuilding  
COURSE CODE : SPSAG6120  
CREDIT : 3 SKS/±7.5 ECTS  
LECTURER : Dr. Mohammad Iqbal Ahnaf

##### General course description

This course examines the patterns and varied roles of religion in violence and peacebuilding. It seeks to transcend the diametrical views, which see religion as either inherently peaceful or violent. It rather explores keys aspects within religion (religious logic, norms, symbols/ metaphor, rituals, leadership and institution) and how they are interconnected with external factors (social transformation, political and economic change) that contribute to the contrasting roles of religion, i.e. sources of violence and resources for peace. Learning from case studies of violence and peacebuilding in different religious and geographical settings, the course provides theoretical and practical foundations for conflict analysis and peacebuilding

intervention with a particular attention to the roles of religion. The topics covered by the course include religious rhetoric or narrative in war/violence, enemy image, religious identity and ethno-nationalism, radicalization and de-radicalization among religious militants, religious resources for various dimensions of peace such as values or ethic of non-violent resistance, collective memory, leadership and civic engagement for peaceful relation between religious and ethnic communities.

#### 4.6. Gender-Based Violence in Emergencies

COURSE NAME	: Gender-Based Violence in Emergencies
CREDIT	: 3 credits / ± 7.5 ECTS
LECTURER	: Prof. Siswanto Agus Wilopo / NOHA UGM
E-MAIL	: sawilopo@ugm.ac.id
PHONE	: +62 816-920-554

##### General Course Description

The course is part of a collaborative, state-of-the-art global level programme on addressing Gender-Based Violence (GBV) in emergencies, designed towards increasing capacity to support action to prevent, mitigate, and respond to GBV in disparate humanitarian contexts. The course will address gender equality and GBV, key issues, debates and theory; the humanitarian system with a gender lens; data collection & research ethics and safety; prevention & community-based approaches; GBViE coordination; GBViE mainstreaming; GBViE health & legal response; GBViE case management.

#### 4.7. Community Services

Module coordinator	: Directorate of Community Services, Universitas Gadjah Mada
Credits awarded	: 2 SKS (5 ECTS)
Duration	: 2 weeks (15 days, all day)
Time	: in the end of the semester, usually starts in the end of December /early January

##### General course description

Student Community Services – Community Empowerment Learning (SCS - CEL) is compulsory course for UGM's undergraduate students and on offer to overseas undergraduate students to join- participation as a free choice and on the chance of credit transfer. SCS-CEL UGM program initiated at 1971 and improved by the days. The objective of this course is particularly to raise the student's empathy and care for poor and environmental problems as well as economy and social issues. This course run based on the principles of co-creation, co-finance, win-win solution, sustainability and flexibility. SCS-CEL is conducted by research based program and using multidisciplinary approached method.

#### 4.8. Humanitarian Supply Chain Management and Logistics, Including Regional Perspectives (Short Course)

Module coordinator	: NoHA Coordinator
Credits awarded	: 3 SKS (± 7.5 ECTS)
Duration	: 1 week

##### General course description

Humanitarian supply chain management (SCM) is defined by the IFRC as 'acquiring and delivering requested supplies and services at the places and times they are needed, whilst ensuring best value for money; in the immediate aftermath of any [type of] disaster or reconstruction situation, including items that are vital for survival, such as food, water, temporary shelter and medicine'. Humanitarian Logistics is part and parcel of the wider humanitarian SCM. Recent research has shown a need for multi-dimensional understanding of humanitarian SCM. Both from a technical perspective (logistics, information gathering, warehousing, pre-positioning, transportation, distribution) as well as from a strategic perspective (decision making, co-ordination, inter-organizational co-operation, public-private partnerships, contribution to long-term recovery through knowledge transfer) conceptualization and field-sustained research has been

conducted for the benefit of producing deeper knowledge of global humanitarian SCM. With an estimated 19 billion USD spent in 2016 on humanitarian aid (GHA report 2017; calculations based on both public as well as private spending) in response to natural disasters and complex emergencies one can easily see the need for professional and efficient humanitarian SCM, which is involved in 80% of all relief activities.

Asia and South-East Asia over the past decade have become increasingly prone to especially natural disasters. Be it because of climate change, man-made interference with nature or 'simple' geological circumstances, more frequently hazards have materialized into disasters, affecting the lives of millions and demanding increasing national and international humanitarian response. Indonesia is certainly an example in kind. From Tsunami's to earthquakes, landslides, volcano eruptions and flooding, the vulnerability of the Indonesian population is quite high. Over the past decade international humanitarian aid to Indonesia amounted to 242 million USD annually on average, leaving aside the sizeable amounts the Indonesian government spent on disaster response, risk reduction and preparedness. Given the size of the country, the state of its infrastructure and therefore issues of accessibility, proper attention to humanitarian logistics has been of prime importance. An interesting development here is the growing role of ASEAN's AHA Centre, the coordinating centre for humanitarian assistance on disaster management. Located in Jakarta, the AHA Centre progressively facilitates co-operation and co-ordination among the parties involved in disaster situations, and promotes regional collaboration with relevant United Nations and international organizations. Especially in the field of humanitarian logistics ASEAN's AHA Centre has rapidly become a factor of influence over the past years.

Already for a period of eight years NOHA AISBL has worked ever more closely together with Universitas Gadjah Mada, Yogyakarta, Republic of Indonesia. Thanks to the Directorate General Humanitarian Aid and Civil Protection and the Directorate General Education and Culture (Erasmus Mundus), both European Commission, as well as the European NOHA Universities this cooperation blossoms. The deepening relationship has resulted in dozens of staff and student exchanges, in thesis research being accompanied by UGM professors in situ and in collaboration towards joint doctorate research. By co-jointly organizing a high-profile summer school NOHA and UGM set the next step to an activities-based relationship - as dictated by NOHA's global strategy - aimed for increased academic humanitarian research and aimed at contemporary relevance for humanitarian practice. The University of Groningen have been mandated by the NOHA Board of Directors to organize this school together with UGM, its scholars from various faculties, the Programme on Humanitarian Action (POHA) and its International Office. The target audience constitutes a mix of students, academics, officials and practitioners; familiar as well as unfamiliar with the subject, both from Indonesia itself, the larger Asia region and from international organisations.